

FOREIGN TRAVEL CHECKLIST

MANDATORY INFORMATION

DATE
RECEIVED

FTIS Country Reference Table printout

Required info from FTIS provided by traveler (if applicable)

Country contact name and phone number in **EACH city**
w/in each country visiting

Secretary name, phone and fax numbers

Traveler's Place and Date of Birth if a visa is required

Airline Itinerary

Required photos or invite letters (as required)

FORMS COMPLETION AND ACTION

DATE
COMPLETE

AD202

FTIS Record (with above information included)

Completed Visa application **if traveler completes**

DS-82 Passport application by mail (if they do not have an
Official passport and have a personal passport to apply by mail)

If outside funds are involved: letter of offer/acceptance, Non Federal Source/Ethics Forms

RL signs FTIS record and it is approved in the system

Completed package sent to the MWA Transportation
Assistant w/official passport if visa is required

Trip report entered in FTIS upon travelers return

*******REMINDERS*******

- **Trips that require a new issue passport should be submitted 65 days prior to departure date**
- **All other trips should be submitted at least 45 days prior to departure date**
- **FOREIGN TRAVEL PACKAGES THAT DO NOT HAVE ALL OF THE REQUIRED INFORMATION WILL BE RETURNED TO THE LOCATION WITHOUT BEING PROCESSED**